ASSOCIATED STUDENTS, CSUF, INC.

POLICY STATEMENTS

ASI POLICY STATEMENT #212
Page 1 of 2

POLICY CONCERNING THE FUNDING OF STUDENTS TO ATTEND CONFERENCES

This policy applies to students-at-large and members of the ASI Executive Officers, ASI Board of Directors, and TSU Governing Board when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

Each delegate to the conference must complete and sign a Delegate Contract which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements. The Delegate Contract must be kept on file by the funding council and/or ASI Leader and Program Development. Each delegation must complete an Academic Field Trip Participant List form (obtained from the Dean of Students Office or Assistant Dean’s Office) and submit a copy of this form, no later than 24 hours prior to the trip, to ASI Leader and Program Development.

1. Students-at-large (including members of the ASI Executive Officers, ASI Board of Directors, and TSU Governing Board when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:

   a. provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);

   b. determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;

   c. provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall:

      1) summarize the topics/panels/speakers attended and what was learned from them

      2) summarize what will be brought back to the University from the student

      3) state how CSUF and the Associated Students benefit from the student’s attendance to the conference.

Fall 2017 Revisions: 10-17-17
POLICY CONCERNING THE FUNDING OF STUDENTS TO ATTEND CONFERENCES

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office.

2. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.

3. Members of the ASI Executive Officers, ASI Board of Directors or TSU Governing Board, when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

   a. provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;

   b. provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Approved as policy statement on September 25, 2001
Amended: March 23, 2004
Amended: May 2, 2006
Renumbered from #039, November 28, 2006
Renumbered from #213, February 16, 2010
Amended: September 13, 2016
Amended: February 28, 2017